

##	Scope of Works
##	Extension and Alterations to Treloweth Community Hall, Moorfield Road, Pool
###	Client
	Carn Brea Parish Council
###	Project
	Extension and Alterations to Treloweth Community Hall, Moorfield Road, Pool, Cornwall
###	Prepared From
	Architectural and Building Regulations Drawings Reference Series:
*	22-192-EX01-05
*	22-192-BR01-21

#	1. Project Overview
	The project comprises the construction of new extensions and associated alterations to the existing Treloweth Community Hall facility located at Moorfield Road, Pool. The works include:
*	Construction of a new office accommodation extension.
*	Construction of a new ground staff accommodation/store extension.
*	Internal alterations to the existing community hall.
*	Formation of new compliant access ramps.
*	External works including parking, access improvements, cycle storage and EV charging provision.
*	Installation of solar photovoltaic panels.
*	Mechanical and electrical installations.
*	Internal finishes, flooring and lighting works.
*	Associated drainage and infrastructure works.
	The Contractor shall provide all labour, plant, supervision, materials, temporary works and ancillary items necessary for the complete execution of the works.

#	2. Preliminaries and General Requirements
##	2.0 Building Regulations and Specification Compliance
	All works shall comply with the Austin Architecture and Design Ltd Building Regulations Specification and all relevant Approved Documents.
	The Contractor shall ensure:
*	Building Regulations compliance is not worsened by the proposed works.
*	All works are carried out in accordance with the latest British Standards, European Standards and manufacturer guidance.
*	A Notice of Commencement is submitted to Building Control within 5 days of commencement.
*	A Notice of Completion is submitted within 5 days of practical completion.
*	All required certificates, commissioning documentation and compliance reports are provided at handover.
*	CDM Regulations 2015 duties are complied with including Principal Contractor obligations.
*	All workmanship complies with Regulation 7 of the Building Regulations.
*	All products are CE marked or certified in accordance with current standards.
	The Contractor shall coordinate all works with Building Control and provide access for inspections as required.
#	2. Preliminaries and General Requirements
##	2.1 Site Establishment
	The Contractor shall:
*	Establish secure site boundaries and hoarding.
*	Provide welfare facilities in accordance with current

	CDM Regulations.
*	Maintain safe access to occupied areas where required.
*	Coordinate deliveries and traffic management.
*	Protect existing buildings, services and public areas.
*	Provide temporary signage, lighting and fencing.
*	Maintain emergency escape routes throughout the works.
##	2.2 Construction Phase Requirements
	The Contractor shall:
*	Prepare and maintain a Construction Phase Plan.
*	Comply with all Health & Safety legislation.
*	Undertake all required risk assessments and method statements.
*	Coordinate with the Client regarding continued operation of the community hall.
*	Maintain access for grounds staff and machinery where indicated.
*	Provide temporary parking arrangements during construction.
*	Protect existing landscaping and adjacent surfaces.
##	2.3 Surveys and Verification
	Prior to commencement the Contractor shall:
*	Verify all dimensions on site.
*	Locate and identify all existing services.
*	Confirm existing structural conditions.
*	Notify the Contract Administrator of discrepancies.
*	Undertake any necessary intrusive investigations.

#	3. Demolition and Strip-Out Works
	The Contractor shall undertake all demolition and enabling works necessary to facilitate the new construction including:
*	Removal of existing stores and lobby areas to form links to the new extension.
*	Removal of existing access ramps.
*	Removal of selected doors, windows and partitions.
*	Formation of new structural openings.
*	Removal and relocation of existing radiators and associated pipework.
*	Removal of redundant fixtures, fittings and services.
*	Disposal of demolition waste at licensed facilities.
	The Contractor shall ensure:
*	Existing structures remain stable throughout.
*	Dust and noise are controlled.
*	Temporary weather protection is maintained.
*	Existing finishes intended to remain are protected.

#	4. Groundworks and Foundations
##	4.1 Site Preparation
	Works shall include:
*	Excavation and reduction of levels.
*	Disposal of unsuitable material.
*	Imported fill and compaction.
*	Formation of sub-bases.
*	Trenching for services.
##	4.2 Foundations
	Construct foundations strictly in accordance with Approved Document A and Structural Engineer's details.
	Works shall include:
*	Concrete strip foundations minimum 225mm thick.
*	Foundation widths minimum wall width plus 300mm.
*	Foundations generally minimum 1000mm below ground level unless otherwise approved.
*	ST2 or GEN1 concrete mixes in accordance with BS EN 206 and BS 8500.
*	Sulphate resistant cement where required.
*	Foundation masonry and cavity fill below DPC level.
*	Reinforced edge bearing slabs.
*	Hardcore sub-base minimum 150mm consolidated depth.

*	50mm sand blinding.
*	1600 gauge damp proof /radon resistant membrane and gas barrier.
*	Radon sump and depressurisation pipework.
*	Gas resistant sealing around all service penetrations.
*	Vapour control layers and thermal perimeter insulation.
*	Service penetrations and rocker pipe arrangements.
	Radon protection measures shall comply with BRE Good Building Guide 73 and all manufacturer installation guidance.
	All foundation excavations shall be inspected and approved before concrete placement.
	Construct foundations in accordance with the Building Regulations drawings including:
*	Strip foundations.
*	Foundation masonry.
*	Reinforced edge bearing slabs.
*	Hardcore sub-base.
*	Sand blinding.
*	Damp proof membranes and radon barriers.
*	Radon sumps and venting.
*	Service penetrations.
	All foundation excavations shall be inspected and approved before concrete placement.
##	4.3 Drainage
	Provide complete below ground drainage systems including:
*	Soil and waste drainage.
*	Surface water drainage.
*	Drainage channels to ramp and threshold areas.
*	Connections to existing drainage infrastructure.
*	Gullies, inspection chambers and rodding access.
*	Testing and commissioning.

#	5. Superstructure
##	5.1 External Walls
	Construct external cavity walls to achieve minimum U-value of 0.18 W/m²K.
	Wall construction shall comprise:
*	facing brickwork to match existing..
*	90mm Kingspan Kooltherm K106 full fill cavity insulation.
*	Residual cavity as required by manufacturer.
*	100mm standard block inner leaf.
*	Stainless steel wall ties to BS EN 845-1.
*	Thermabate or similar insulated cavity closers.
*	Horizontal and vertical DPC systems.
*	Cavity trays and weep holes.
*	12.5mm plasterboard on dabs internally.
*	1:1:6 cement mortar.
	Provide movement joints in accordance with BS EN 1996-1-2 and manufacturer guidance.
	All cavities shall include:
*	30 minute fire resistant cavity barriers.
*	Cavity trays over openings and roof abutments.
*	Minimum two weep holes at maximum 900mm centres.
*	Continuous insulation and airtightness detailing.
	All thermal details shall minimise thermal bridging and comply with Approved Document L.
	Construct cavity wall construction comprising:
*	Brick outer leaf.
*	Lightweight blockwork inner leaf.
*	Full cavity insulation.
*	Cavity barriers.
*	Damp proof courses and cavity trays.
*	Lintels and structural supports.
*	Internal plasterboard and plaster finishes.

##	5.2 Structural Openings
	Provide:
*	New lintels over formed openings.
*	Structural supports where required.
*	Making good around new openings.
*	Temporary supports during alteration works.
##	5.3 Roof Construction
	Construct pitched roof systems to achieve minimum U-value of 0.15 W/m²K.
	Works shall include:
*	Proprietary prefabricated roof trusses designed to Eurocode 5.
*	Trusses generally at maximum 600mm centres.
*	100 x 50mm treated wall plates.
*	Galvanised restraint straps and truss clips.
*	300mm Rockwool insulation at ceiling level.
*	Vapour control layers.
*	12.5mm plasterboard ceilings with skim finish.
*	Breathable roofing membrane.
*	Battens and roof coverings.
*	Eaves ventilation and high level ventilation.
*	Loft hatches designed for airtightness.
*	Roof flashings and weathering.
	All lead flashings shall be minimum Code 4 lead and all valleys minimum Code 5 lead installed in accordance with Lead Sheet Association guidance and BS EN 12588.
	Roof structures and all restraint strapping shall comply with Approved Document A and BS EN 845-1.
	Construct pitched roofs including:
*	Treated timber rafters and wall plates.
*	Roof insulation.
*	Breathable roofing membrane.
*	Battens and roof coverings.
*	Fascias, soffits and rainwater goods.
*	Ventilation provisions.
*	Roof flashings and weathering.
##	5.4 Solar PV Installation
	Provide roof-mounted solar photovoltaic panels complete with:
*	Mounting systems.
*	Inverters.
*	Cabling and isolators.
*	Electrical connections.
*	Commissioning and certification.

#	6. Doors, Windows and Roller Shutters
	All windows and doors shall achieve maximum U-values of 1.6 W/m²K and include argon filled double glazed low-E glazing units.
	All glazing in critical locations shall comprise toughened or laminated safety glass in accordance with BS EN 12600 and Approved Document K.
	Frames shall include:
*	Insulated cavity closers.
*	Air sealing tapes.
*	Draught proofing.
*	Manifestation to glazed screens and doors.
*	Accessible ironmongery.
*	Vision panels to escape route doors where required.
	Manifestation to glazing shall be positioned at 850-1000mm and 1400-1600mm above floor level.
#	6. Doors, Windows and Roller Shutters
##	6.1 External Doors and Windows
	Provide and install:
*	New uPVC glazed entrance doors.
*	Replacement external doors.
*	Glazed screens and sidelights.
*	Double glazed window units.

*	Ironmongery and security hardware.
*	Weather seals and trims.
	All external frames shall generally have brown external finishes and white internal finishes unless otherwise specified.
##	6.2 Roller Shutters
	Provide integral roller shutters to designated openings including:
*	Guides.
*	Controls.
*	Safety systems.
*	Electrical connections.
*	Weather protection.
##	6.3 Internal Doors
	Provide:
*	New internal doors and frames.
*	Fire rated doors where required.
*	Ironmongery.
*	Door stops and seals.
*	Accessibility compliant hardware.

#	7. Internal Construction and Alterations
##	7.1 Partitions
	Construct new internal partitions including:
*	Timber or metal stud framing.
*	Acoustic insulation.
*	Plasterboard linings.
*	Moisture resistant boards in wet areas.
*	Taped and jointed finishes.
##	7.2 Alterations to Existing Building
	Carry out all internal modifications including:
*	Formation of new offices.
*	New reception and entrance arrangements.
*	New meeting room.
*	Staff room construction.
*	Formation of photocopying/storage areas.
*	New storage facilities.
revision notes:	
 1 Penhalls Drive, Playing Place, Truro, Cornwall, TR3 6GW T: 01209 697 277 M: 07934 913 041 e-mail: enquiries@austinarchitectural.co.uk web: www.austinarchitectural.co.uk client: CARN BREA PARISH COUNCIL project: EXTENSION AND ALTERATIONS TO TRELOWETH COMMUNITY HALL, MOORFIELD ROAD, POOL. drawing: SCOPE OF WORKS - PAGE 1 drawing no: 22-192-SW01 scale: NTS paper size: A3 revision: date: 21/11/2022 drawn by: RMA checked by: drawing status: SCOPE OF WORKS DO NOT SCALE FROM THESE DRAWINGS FOR CONSTRUCTION PURPOSES - IF IN DOUBT - ASK!	

- * Energy efficient LED lighting.
 - * Solar photovoltaic systems.
 - * Low VOC materials.
 - * Sustainable flooring products.
 - * Waste reduction and recycling.
 - * Efficient insulation systems.
 - * Compliance with Part L requirements.
- * Examined all available drawings and specifications.
 - * Visited the site.
 - * Allowed for all necessary labour, materials and plant.
 - * Included all incidental works necessary for complete functioning installations.
 - * Coordinated all trades and subcontractors.
 - * Allowed for protection and making good.
 - * Ensured compliance with all statutory obligations.

16. Testing and Commissioning

The Contractor shall:

- * Test all mechanical and electrical systems.
- * Commission lighting controls.
- * Test emergency lighting.
- * Undertake drainage testing.
- * Provide balancing certificates.
- * Demonstrate systems to the Client.
- * Rectify defects identified during commissioning.

17. Handover Documentation

Provide the following at completion:

- * Operation and maintenance manuals.
- * Electrical certificates.
- * Gas and plumbing certification where applicable.
- * Emergency lighting certificates.
- * Product warranties.
- * As-built drawings.
- * Health and Safety File.
- * Manufacturer literature.
- * Cleaning and maintenance instructions.

18. Defects and Completion

The Contractor shall:

- * Remedy all defects identified during inspections.
- * Clean all areas prior to handover.
- * Remove temporary works and site accommodation.
- * Provide final completion documentation.
- * Attend end of defects inspections.

Practical completion shall only be achieved once all works are fully complete, tested, commissioned and accepted by the Client and Contract Administrator.

19. Exclusions

Unless specifically noted otherwise, the following are excluded:

- * Loose furniture.
- * IT equipment.
- * Audio visual equipment.
- * Specialist security systems beyond standard building requirements.
- * Specialist sports equipment.
- * Fees, statutory approvals and utility company charges unless stated.

20. Applicable Standards and Regulations

All works shall comply with:

- * Current UK Building Regulations.
- * CDM Regulations.
- * British Standards.
- * CIBSE guidance.
- * Health and Safety at Work Act.
- * Equality Act requirements.
- * Local Authority requirements.
- * Manufacturer installation recommendations.

21. Contractor Responsibilities

The Contractor shall be deemed to have:

revision notes:

		1 Penhalls Drive, Playing Place, Truro, Cornwall, TR3 6GW	
		T: 01209 697 277 M: 07934 913 041 e-mail: enquiries@austinarchitectural.co.uk web: www.austinarchitectural.co.uk	
client: CARN BREA PARISH COUNCIL			
project: EXTENSION AND ALTERATIONS TO TRELOWETH COMMUNITY HALL, MOORFIELD ROAD, POOL.			
drawing: SCOPE OF WORKS - PAGE 3			
drawing no: 22-192-SW03		scale: NTS	paper size: A3
revision:	date: 21/11/2022	drawn by: RMA	checked by:
drawing status: SCOPE OF WORKS			
DO NOT SCALE FROM THESE DRAWINGS FOR CONSTRUCTION PURPOSES - IF IN DOUBT - ASK!			